



Southeastern Michigan HIV/AIDS Council

Executive Committee

Date: 10 Dec 2003

Room: Rm. 420C

SEMhac CONFIDENTIALITY POLICY

Please be advised that all information which **members and/or guests** at all SEMhac Full Council, Executive and/or committee meetings that individuals **see, hear, or read** concerning an individual's illness, HIV status, or personal affairs are strictly confidential. **An individual's right to privacy is required by both SEMhac policy and State of Michigan laws regarding HIV infection or HIV status. Breach of confidentiality may result in legal action, which may include fines and/or possible imprisonment**

Presents

**Brenda Stimson
Jonsea Nelson
Joy Schumacher
Michael Parent
Keith Meeks
Calvin Scarber
Torrance Hucks**

SEMhac Staff

Health Department Staff

**Jewel Martin
Cythia Fletcher-Marshall**

Excused

Guests

**Rondo
Greg Cherry**

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- 1. Meeting called to order: 3:15pm**
 - 2. Moment of Silence:**
 - 3. Welcome / Introductions:**
 - 4. Approval of Agenda:** Approved with addition/election
 - 5. Approval of Minutes:** Accepted with corrections

Topic	Discussion	Action	Responsibility
Call to order	3:15 Meeting started without any chairs present		Michael Parent
Agenda	Approved with addition/election		Nelson Meeks
Minutes of 11/12/03	Accepted with corrections		
Grantee's Report	BETAH conference call Debriefing on hold till Chairman is present. Request for Proposal Schedule,timelines and procedure discussed HOPWA RFP process and contracts , and inspection process described DHD has a reimbursement task force that is multidisciplinary to work out issues that affect the financial aspects of the Grantee and the sub contractors January The Grantee will report where contractors are at with the warning that there are 3 months left of services and we will reallocate dollars in a manner as to have those categories that need increases will have an opportunity to receive these lapsing dollars		Ms. Martin
Committee reports			
Needs assessment	A written report is attached		Ms. Stimson
Long Range Planning	A case study was presented to demonstrate a client who knew their status and was not in care. The committee was walked through the issues and barriers faced even with an advocate.		Mr. Meeks
PWC	Noone was present		
Nominations and By-Laws	A proposal to present to the full council of restarting the whole council for the 2004-2005 year be presented at the 12/17/03 meeting. The project officer has been contacted and is in agreement that this is a well thought out and sensible plan to start 2004 with a clean slate. The committee is working on SOP's for the council pertaining to travel,childcare,conferences, reimbursement procedures, membership and their responsibilities, attendance, accountability, paper trail of actions, etc.. A meeting next week is set up		Mr. Parent
Evaluation	A letter from Ms. J Hamilton was read		Mr. Parent
Resource Development and Fiscal Oversight	A report on a meeting with Mr Kinser the Chief financial Officer for the City of Detroit and a new member of the Council was given. The recommendations for quarterly reports from the Grantee to the council on 1. fiscal reporting from the sub-contractor, 2. the program status of the sub contractors in meeting the council priorities for them in the RFP's. Was asked to be provided starting January 2004 and then quarterly the next grant year. Budget issues, accounting procedures and personnel employment were put on the table for discussion and for the council to decide which direction and roles it wished to take in the budget administration and accounting.	Ms. Schumacher will meet with Mr. Kinser ,Mr. Akinyele, and Ms,. Caveat to work on' Quickbooks' and having it meet the needs of the council and committees of SEMHAC	
Media Marketing	Mr. Hucks discussed the projects they are working on		
Prioritization and Allocations	No report		
Next Meeting	January 14,2004		

6. Adjournment:

7. Next Meeting: January 14, 2004

Minutes recorded by: Joy Schumacher

Date: 10 December 2003

Chair signature: _____

Date: _____